

DEL NORTE LOCAL TRANSPORTATION COMMISSION
MEETING AGENDA: TUESDAY, MARCH 7, 2023, AT 3 PM
DEL NORTE COUNTY BOARD OF SUPERVISORS CHAMBERS
FLYNN ADMINISTRATIVE CENTER, 981 H STREET, CRESCENT CITY, CA

This is an in-person meeting. If you cannot attend in person, there is online access:
<https://media.co.del-norte.ca.us/>

1. Call Meeting to Order
2. Pledge of Allegiance
3. Public comment period
Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.
4. Closed Session
CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(d)(1)
Friends of Del Norte et al. v. California Dept. of Transportation et al.
United States District Court Northern District of California Case No. 3:18-cv-00129
5. Adjourn to the Policy Advisory Committee
CONSENT AGENDA for POLICY and ADMINISTRATIVE
Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.
 - a) Minutes of February 7, 2023
Staff recommendation: By consensus, accept the minutes of February 7, 2023.

POLICY and ADMINISTRATIVE

- b) County funding request for culvert under Washington Boulevard
TAC recommendation: By polled vote, allocate \$80,000 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for Washington Boulevard Culvert emergency repairs and design for permanent solution by resolution.

Staff recommendation: By polled vote,

- i. allocate \$60,000 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for Washington Boulevard Culvert emergency repairs by resolution 2023 03, and
- ii. allocate an additional \$20,000 for a total \$341,218 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for design and permitting for permanent solution by resolution 2023 04.

c) Discussion items

- Dr. Fine Bridge update by Project Manager (<https://dot.ca.gov/caltrans-near-me/district-1/d1-projects/d1-dr-fine-bridge-replacement>)
- US 199 at Elk Valley Crossroad
- Last Chance Grade
- Climate Change Adaptation Planning Grant application progress report

6. Policy Advisory Committee comments and reports

7. Action on the recommendations of the Policy Advisory Committee

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

8. Adjourn until the regular meeting on Tuesday, April 4, 2023 at 3 p.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact Executive Director Tamera Leighton, at (707) 465-3878 at least five (5) days prior to the meeting.

900 Northcrest Drive, PMB 16
Crescent City, California 95531
www.dnltc.org



Tamera Leighton, Executive Director
Tamera@DNLTC.org
Desk: (707) 465-3878
Cell: (707) 218-6424

CONSENT AGENDA ITEM A

DATE: MARCH 7, 2023
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: CONSENT AGENDA ITEMS

- a) Minutes of February 7, 2023
Staff recommendation: By consensus, accept the minutes of January 3, 2023.

**DEL NORTE TRANSPORTATION COMMISSION
MEETING MINUTES: TUESDAY, FEBRUARY 7, 2023 AT 3:10 PM**

Present: Commissioner Ray Altman, City, Vice-Chair
Commissioner Joey Borges, County
Commissioner Jason Greenough, City
Commissioner Chris Howard, County
Commissioner Blake Inscore, City
Commissioner Darrin Short, County, Chair

Absent: None

Also Present: Tatiana Ahlstrand, Caltrans, Policy Advisory Member
Susan Brown, Rural Approaches
Tamara Leighton, Local Transportation Commission

1. CALL MEETING TO ORDER

Chair Short called the meeting to order at 3:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chair Short led the Pledge of Allegiance.

3. PUBLIC COMMENT PERIOD

Anyone wishing to make public comments regarding matters either on or off the agenda and within the Commission's jurisdiction may do so at this time; however, the Commission is not permitted to act on non-agenda items.

The following person(s) addressed the Commission: None.

4. ELECTION OF CHAIRPERSON AND VICE CHAIRPERSON

Requested Action: By motion, elect a Chairperson (City representative) and Vice Chairperson (County representative) for 2023.

Commissioner Howard nominated Commissioner Inscore as Chair.

On a motion by Commissioner Howard, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Inscore as Chair.

Commissioner Greenough nominated Commissioner Borges as Vice-Chair.

On a motion by Commissioner Greenough, seconded by Commissioner Howard, and unanimously carried on a polled vote the Del Norte Local Transportation Commission elected Commissioner Borges as Vice-Chair.

5. APPOINTMENT OF TWO FINANCE COMMITTEE MEMBERS.

Requested Action: The chairperson appoints two finance committee members.

Chair Inscore appointed Commissioner Short and Commissioner Greenough to the Finance Committee.

6. ADJOURN TO THE POLICY ADVISORY COMMITTEE

CONSENT AGENDA for POLICY and ADMINISTRATIVE

Items are considered routine in nature and voted on in one motion: Consider public comments or requests to pull matters from the consent agenda for separate action.

a) Minutes of January 3, 2023 Staff recommendation: By consensus, accept the minutes of January 3, 2023.

b) Minutes of January 25, 2023 Staff recommendation: By consensus, accept the minutes of January 25, 2023.

On a motion by Commissioner Short, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 6 a-b.

POLICY and ADMINISTRATIVE

c) 2022-23 Draft Overall Work Program

TAC and staff recommendation: Consider draft Overall Work Program products and, by polled vote, direct staff to fully develop the 2023-24 Overall Work Program with the presented draft budget.

Tamera Leighton explained that the Overall Work Program (OWP) is the scope, budget, and timelines for the work of the Commission for the next year. The OWP is developed with the assistance of the Technical Advisory Committee (TAC) members providing project ideas. The draft OWP has been recommended by the TAC. Tamera then reviewed the plan elements, budget, and funding processes with the Commission. The draft OWP will also be reviewed by the TAC, then sent to Caltrans for review and comment. Next, the OWP will come before the Commission for approval.

On a motion by Commissioner Short, seconded by Commissioner Greenough, and unanimously carried on a polled vote the Del Norte Local Transportation Commission directs staff to fully develop the 2023-24 Overall Work Program with the presented draft budget.

d) Discussion items

- Dr. Fine Bridge update by Project Manager (<https://dot.ca.gov/caltransnear-me/district-1/d1-projects/d1-dr-fine-bridge-replacement>) – Tatiana Ahlstrand said the project manager for this project is unavailable and asks to move this to the next meeting.

- Crowdsourcing: <http://www.dnltc.org/comments> - Tamera Leighton directed the Commissioners to the crowdsourcing link and asked they share this link with the public.
- US 199 at Elk Valley Crossroad – Tatiana Ahlstrand reported the Project Initiation document has been signed and programming will begin in March.
- Last Chance Grade – No update.
- Climate Change Adaptation Planning Grant application progress report – Tamera Leighton reported that the Harbor and Elk Valley Rancheria would like to partner on the Climate Change Adaptation Grant, which will make the application stronger.

7. POLICY ADVISORY COMMITTEE COMMENTS AND REPORTS

Commissioner Howard expressed his appreciation to the Commission and Tamera for persistent work on pushing for the US 199 Safety Audit and hopes that Caltrans will look at potential measures to correct problem areas.

Commissioner Greenough would like the Commission to make the Pebble Beach Bank Stabilization a priority. Tamera responded that the TAC has talked about this issue many times and stated that it is already a priority. It's a difficult issue because of the funding and match that is needed. Tamera also stated the moving forward of this project needs to come from the County or City's public works department to start the process.

Tatiana reported that the Cushing Creek project will be completed in June 2023.

8. ACTION ON THE RECOMMENDATIONS OF THE POLICY ADVISORY COMMITTEE

Adjourn as the Policy Advisory Committee, reconvene as the Del Norte Local Transportation Commission, and by polled vote, approve and adopt the actions taken by the Policy Advisory Committee in the items listed above.

Public Comment: None

On a motion by Commissioner Short, seconded by Commissioner Altman, and unanimously carried on a polled vote the Del Norte Local Transportation Commission approved item 6 a-c.

9. ADJOURN UNTIL THE REGULAR MEETING SCHEDULED ON TUESDAY, MARCH 7, 2023 AT 3:00 P.M.

With no further business before the Commission, Chair Inscore adjourned the regular meeting at 3:51 p.m., until the next regularly scheduled meeting on Tuesday, March 7, 2023, at 3:00 p.m.

Respectfully submitted

Tamera Leighton, Executive Director

Item B Staff Report

DATE: MARCH 7, 2020
TO: DEL NORTE LOCAL TRANSPORTATION COMMISSION
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: WASHINGTON BOULEVARD CULVERT FUNDING

TAC RECOMMENDATION: By polled vote, allocate \$80,000 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for Washington Boulevard Culvert emergency repairs and design for permanent solution by resolution.

STAFF RECOMMENDATION: By polled vote,

- i. allocate \$60,000 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for Washington Boulevard Culvert emergency repairs by resolution 2023 03, and
- ii. allocate an additional \$20,000 for a total \$341,218 in Regional Surface Transportation Program (RSTP) funding to the County of Del Norte for design and permitting for permanent solution by resolution 2023 04.

BACKGROUND: DNLTC contributed \$321,218 in Regional Surface Transportation Program (RSTP) funding and \$178,782 of Highway Improvement Program (HIP) funding to the Washington Boulevard Replacement Project in 2020. The County is requesting an additional \$40,000 for this project (attachment) with \$20,000 for County staff reimbursement (project management and inspections). The TAC recommendation is to not reimburse for the project management and inspection related staff time, and instead recommended \$20,000 to fully fund the existing consultant contract.

The County provided the following additional information by email to supplement the request dated February 16, 2023.

The agreement end date with a consulting firm for the environmental and design work is 06/30/25. All HIP funds have been moved to the PE phase per the E-76 approved 08/03/22 (complying with the obligation dates of 09/30/21, 09/30/22, and 09/30/23).

The only remaining HIP deadlines the County is aware of are the expend by dates of 09/30/26, 09/30/27, and 09/30/28.

Concern regarding the culvert condition came to light following failures of the Cooper Avenue and Harding Avenue culverts (winter 2016-17). Up until December 2022 when the culvert was videoed by Caltrans at our request it had not been successfully video inspected. The project was funded (HIP, RSTP) based on the preliminary cost estimate. The preliminary cost estimate was \$500,000 in January 2020. Comparable projects within the region were not available at the time the preliminary cost estimate was developed, the COVID-19 pandemic followed along with consultant responding to emergency work (i.e., fires), and inflation and supply chain issues have affected hard and soft costs industry wide.

Current Timeline :

1. 02/08/20 - The County was awarded HIP and RSTP funding.
2. 07/08/20 - E-76 approved allocating HIP funds to the PE phase.
3. 07/02/21-08/03/21 - The first RFP was released. One proposal was received. Caltrans was consulted on next steps along with the Board of Supervisors. The RFP was revised and rereleased with the assistance of Caltrans staff.
4. 12/17/21-01/27/22 - The second RFP was released. One proposal was received. The cost far exceeded the environmental and design budget. Negotiations with the consultant, coordination with Caltrans attempting to modify the scope of work, time to complete Caltrans' conformance review process, and moving HIP funding to the PE phase took several months.
5. 08/03/22 - E-76 approved allocating all HIP funds to the PE phase.
6. 11/08/22 - Agreement with the consultant was executed.
7. 06/30/25 - Agreement end date with the consultant.

DISCUSSION: The request for staff time reimbursement for project management and inspections is not typical, and local agencies have traditionally considered this type of in-agency work effort their contribution to a project. If DNLTC fully funds the \$40,000 request including these areas, the DNLTC director expects that all future requests from all agencies

will include staff time reimbursement. Over time, this would reduce the number of projects DNLTC could assist.

Attachments include the County's request dated February 16, 2023, the original funding resolutions allocating the RSTP and HIP funding, and the current Regional Surface Transportation Program spreadsheet, a draft resolution for the emergency repair, and a draft resolution reflecting the staff and TAC recommendation for the design and permitting of a long-term solution.



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT

981 "H" Street, Suite 110
Crescent City, California 95531

Fax (707) 465-0340

Planning
(707) 464-7254

Engineering & Surveying
(707) 464-7229

Roads
(707) 464-7238

Building Inspection
(707) 464-7253

Environmental Health
(707) 465-0426

MEMO

DATE: 16 February 2023

TO: Del Norte Local Transportation Commission

FROM: Jon Olson, County Engineer

SUBJECT: Funding Request for Culvert under Washington Boulevard near Harrold Street

LOCATION: Washington Boulevard near Harrold Street

PROJECT: Washington Boulevard. Culvert Replacement BHIPL-5901(061)

Summary:

The County Engineer presented the Washington Boulevard culvert condition assessment to the Del Norte Local Transportation Commission (DNLTC) on 3 January 2023. The recommendation was to replace the culvert as soon as feasibly possible. The DNLTC requested that County staff return at a subsequent meeting and request the needed funding to slip line the existing culvert as a near term solution and also to fully fund the design for a long term solution. The County is therefore requesting an initial \$100,000 for emergency repairs to the culvert and the engineering and environmental work required to design and permit the needed replacement.

Background:

The subject culvert is estimated at approximately 70 years old and is near the end of its useful life. The County has received partial funding for design and engaged a consultant to perform the design and permitting of the project (Project). The County is seeking alternative funding opportunities that may be paired with existing funding to complete the design and construction of this critical project.

At the 1 November 2022 DNLTC meeting the Commission requested more information about the current condition of the culvert. The County investigated the culvert and reported back at the 3 January 2023 DNLTC meeting that the culvert was in need of immediate repairs; see memo dated 22 December 2022 for the full report. The DNLTC requested that the County return with a request to fund the needed emergency repairs and the unfunded portion of the design and environmental. See tables below for requested funding:

Funds for Emergency Repairs:	
Culvert Liner (Material Only)	\$ 24,000
Grouting of Culvert	\$ 26,000
County Staff	\$ 10,000
Total	\$ 60,000

Funds for Design and Environmental:	
Contract Amount	\$ 550,358
HIP Funding	\$ (209,140)
RSTP Funding	\$ (321,218)
County Staff	\$ 20,000
Shortfall	\$ 40,000

Total Request	\$ 100,000
----------------------	-------------------

Of note is that no funding has been obtained for the construction of the full replacement, long-term repairs, to the culvert. This request only covers the emergency repairs and the design and permitting for full replacement.

Recommendations:

To allocate \$100,000 to the Washington Boulevard Culvert Replacement Project.

Expired on February 28, 2023

RESOLUTION NO. 2020 5

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
APPROVING ALLOCATION OF REGIONAL SURFACE TRANSPORTATION PROGRAM
FUNDING FOR WASHINGTON BOULEVARD CULVERT REPLACEMENT PROJECT**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, the FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, together with additional Regional Surface Transportation Program funds will fully fund the programmed project; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$321,218 for the Washington Boulevard Culvert Replacement project to be completed by February 28, 2023.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 4th day of March 2020 by the following vote:

AYES: *Fallman, Gitlin, Henningsen, Howard, Inscore*

NOES: *—*

ABSTAIN: *—*

ABSENT: *Kime*


Chris Howard, Chair
Del Norte Local Transportation Commission

ATTEST:


Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2020 6

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
APPROVING ALLOCATION OF FEDERAL FISCAL YEARS 2018, 2019, and 2020
HIGHWAY INFRASTRUCTURE PROGRAM FUNDING

WHEREAS, Del Norte Local Transportation Commission (DNLTC), in its official capacity as the Regional Transportation Planning Agency, has the responsibility and authority to program projects to be funded by the Highway Infrastructure Program (HIP);

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, the Federal Fiscal Years 2018, 2019, and 2020 Highway Infrastructure Program (HIP) funding available to DNLTC, together with additional Regional Surface Transportation Program funds will fully fund the programmed project; and

WHEREAS, all work associated with HIP funding will be consistent with uses defined by Title 23 United States Code 133(b)(1)(A) and be used on Washington Boulevard, which is on the Federal-aid system; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission approves the programming of Highway Infrastructure Program funds for FFY 2017-18 total of \$74,216, FFY 2018-19 total of \$104,566, and FFY 2019-20 total of \$30,358. for the Washington Boulevard Culvert Replacement Project.

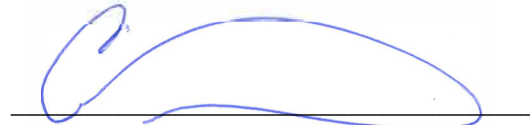
PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 7th day of April 2020 by the following vote:

AYES: Fallman, Gitlin, Hemmingsen, Howard, Inscore, Kime

NOES: --

ABSTAIN: --

ABSENT: --



Chris Howard, Chair
Del Norte Local Transportation Commission

ATTEST:



Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Del Norte Local Transportation Commission
Regional Surface Transportation Program (RSTP/Fund #619)

Description	Year Approved	Allocation Amount	Payee	Invoice or Rescinded Date	Amount Paid or Rescinded	Reserved Balance
Sunset Circle Match	2015	160,000	City of Crescent City	Jun-19	\$ 160,000.00	0.00
Sunset Circle Scope Change	2018	42,000	City of Crescent City	Jun-19	\$ 42,000.00	0.00
Sunset Circle Scope Change 2	2020	60,000	City of Crescent City	Jul-20	\$ 27,493.01	0.00
Bluff Stabilization Match*	2017	266,000	County of Del Norte		\$ -	\$ 266,000.00
Bluff Stabilization Match*	2018	85,140	City of Crescent City	7-15-21 - Ongoing	\$ 18,798.95	\$ 66,341.05
Washington Boulevard Culvert*	2020	321,218	County of Del Norte		\$ -	\$ 321,218.00
Front Street G to I	2022	350,000	City of Crescent City			\$ 350,000.00
* Preliminary and will increase.						\$ 1,003,559.05
** Match is 3%						

Fund Balance June 30, 2021 (audited)	1,343,190.00
Invoices paid: July 1, 2021 to current	(18,798.95)
2021-22 Allocation Amount	273,819.00
Interest income 2021-22	54.27
Less outstanding project commitments	(1,003,559.05)
Available for projects	594,705.27

Updated to June 30, 2022

RESOLUTION NO. 2023 3

DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING \$60,000 REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING
FOR WASHINGTON BOULEVARD CULVERT EMERGENCY REPAIR PROJECT

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, emergency repairs are needed while the County of Del Norte seeks a permanent solution for the culvert failure on Washington Boulevard; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$60,000 for the Washington Boulevard Culvert Emergency Repair project to be completed by December 31, 2023.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 7th day of March 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2023 4

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING \$341,218 REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDING
FOR WASHINGTON BOULEVARD CULVERT REPLACEMENT PROJECT**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program funds for eligible purposes; and

WHEREAS, the Washington Boulevard culvert replacement project is in DNLTC's Regional Transportation Plan and is at risk of failure; and

WHEREAS, failure of the roadway above the culvert would likely result in far greater impacts to the traveling public and additional costs associated with emergency repairs; and

WHEREAS, Washington Boulevard is a major collector and the project meets the RSTP fund requirements; and

WHEREAS, the FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, together with Regional Surface Transportation Program funds will fully fund the design and permitting of the Washington Boulevard Culvert Replacement; and

WHEREAS, the FFY 2018 and 2019 Highway Infrastructure Program (HIP) funding available to DNLTC, together with additional Regional Surface Transportation Program funds will fully fund the design and permitting of the Washington Boulevard Culvert Replacement; and

WHEREAS, the DNLTC resolution 2020 05 that allocated \$321,218 for Washington Boulevard preconstruction with a completion date of February 28, 2023 has expired; and

WHEREAS, the County of Del Norte needs an additional \$20,000 for a total of \$341,218 of RSTP to fund the design and permitting of the project; and

NOW, THEREFORE, BE IT RESOLVED THAT the Del Norte Local Transportation Commission hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$341,218 for the Washington Boulevard Culvert Replacement project to be completed by February 28, 2026.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission of Del Norte County, State of California on the 7th day of March 2023 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Blake Inscore, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission